United Nations ST/SGB/2000/9

Secretariat

15 May 2000

Secretary-General's bulletin

Functions and organization of the Department of Peacekeeping Operations

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the functions and organizational structure of the Department of Peacekeeping Operations, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2
Functions and organization

2.1 The Department of Peacekeeping Operations:

(a) Serves as the operational arm of the Secretary-General for all United Nations peacekeeping operations and is responsible for the conduct, management, direction, planning and preparation of those operations;

(b) Provides substantive services to the Security Council and the General Assembly on all peacekeeping operations;

(c) Prepares the Secretary-General's reports to the Security Council and the General Assembly, as required, on individual peacekeeping operations, on peacekeeping issues in general and on mine action;

(d) Serves as United Nations system focal point for mine action, coordinates all United Nations mine action activities, develops and supports, as appropriate, mine action programmes in peacekeeping and emergency situations and manages the Voluntary Trust Fund for Assistance in Mine Action;

(e) Provides substantive and secretariat services to the Special Committee on Peacekeeping Operations;

(f) Formulates policies and procedures, based on Security Council decisions, for the establishment of new peacekeeping operations and the effective functioning of ongoing operations;

(g) Secures, through negotiations with Governments, military units and equipment, as well as other military, civilian police officers and civilian personnel required for peacekeeping operations;

(h) Develops operational plans and methodologies for multidimensional operations; undertakes contingency planning for possible new peacekeeping operations and related activities;

(i) Proposes resource requirements for those operations to the Controller for preparation and submission of budgets to the legislative bodies for approval; monitors and controls regular budget and extrabudgetary funds related to peacekeeping activities;

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(j) Provides logistic and administrative support for peacekeeping operations, as well as other field offices and missions, as required;

(k) Maintains contacts with the parties to the conflicts and the members of the Security Council concerning the effective implementation of the Security Council's decisions; liases with Member States, United Nations agencies and non-governmental organizations and coordinates, with other entities, their participation in peacekeeping operations;

(l) Prepares training guidelines and principles for the use of Member States making contributions to peacekeeping operations.

2.2 The Department is divided into organizational units, as described in the present bulletin.

2.3 The Department is headed by the Under-Secretary-General for Peacekeeping Operations.

Section 3
Under-Secretary-General for Peacekeeping Operations

3.1 The Under-Secretary-General for Peacekeeping Operations is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for the activities of the Office of Operations, the Office of Logistics, Management and Mine Action and the Military and Civilian Police Division. On behalf of the Secretary-General, the Under-Secretary-General directs and controls United Nations peacekeeping operations; formulates policies for peacekeeping operations and operational guidelines based on Security Council mandates; prepares reports of the Secretary-General to the Security Council on each peacekeeping operation, with appropriate observations and recommendations; advises the Secretary-General on all matters related to the planning, establishment and conduct of United Nations peacekeeping missions; represents the Department in the meetings of the Senior Management Group, the Steering Committee on Reform and the Executive Committees on Peace and Security and Humanitarian Affairs; acts as focal point between the Secretariat and Member States seeking information on all matters related to peacekeeping operations and United Nations mine action activities.

Section 4
Office of the Under-Secretary-General

4.1 The Office of the Under-Secretary-General for Peacekeeping Operations comprises the immediate office of the Under-Secretary-General, the Policy Analysis and Lessons Learned Unit and the Executive Office.

4.2 The core functions of the immediate Office of the Under-Secretary-General are as follows:

(a) Assisting and advising the Under-Secretary-General in carrying out his duties;

(b) Providing advice on issues requiring policy decisions;

(c) Coordinating the work of the Department which requires clearance by the Head of the Office.

4.3 The Policy, Analysis and Lessons Learned Unit is headed by a Chief who is accountable to the Under-Secretary-General.

4.4 The core functions of the Policy Analysis and Lessons Learned Unit are as follows:

(a) Analysing and assessing United Nations peacekeeping experience and evaluating the results achieved and lessons learned in order to develop guidelines and recommendations for the better planning, conduct, management and support of peacekeeping operations;

(b) Servicing the Special Committee on Peacekeeping Operations by preparing pre-session documentation and providing technical and substantive services when the Committee is in session;

(c) Providing related services during the consideration of peacekeeping in the Fourth Committee of the General Assembly as well as various ad hoc intergovernmental committees on issues relating to peacekeeping.

4.5 The Executive Office is headed by an Executive Officer who is accountable to the Under-Secretary-General.

4.6 The core functions of the Office are set out in section 7 of the Secretary-General's bulletin ST/SGB/1997/5.

Section 5
Office of Operations

5.1 The Office of Operations is headed by an Assistant Secretary-General who is accountable to the Under-Secretary-General. The Office is comprised of three regional divisions and the Situation Centre.

5.2 The specific peacekeeping operations fall within the responsibility of one of the corresponding regional divisions, namely, the Africa Division, the Asia and Middle East Division and the Europe and Latin America Division. The divisions are each headed by a Director who is accountable to the Assistant Secretary-General, Office of Operations.

5.3 The core functions of the Office of Operations are as follows:

(a) Providing day-to-day executive direction of peacekeeping operations, including substantive guidance to the field, coordinating and integrating inputs from other offices within the Department of Peacekeeping Operations, as well as from other departments, agencies and programmes, in order to promote the implementation of the mandates and political objectives set by the Security Council for the operations;

(b) Devising, promoting agreement on and implementing solutions to the problems facing the peacekeeping operations, and supporting them politically and substantively vis-à-vis the parties to the conflict and other interested parties and representing their concerns to members of the Security Council and the contributors, and vice versa;

(c) Overseeing the planning process for new missions by providing the overall framework, developing options for courses of action, leading reconnaissance missions to the field, and coordinating and integrating inputs from within the department and from other entities, including military, police, humanitarian, electoral, human rights and other aspects, into a comprehensive plan for approval by the Security Council;

(d) Fulfilling the Secretary-General's reporting obligations on peacekeeping operations to the Security Council.

5.4 The Situation Centre is headed by a Chief who is accountable to the Assistant Secretary-General, Office of Operations.

5.5 The core functions of the Situation Centre are as follows:

(a) Maintaining round-the-clock communications with the field;

(b) Collating and disseminating all relevant information to those concerned;

(c) Acting as a point of contact during silent hours and taking urgent action that may be required, with due regard to established procedures;

(d) Providing crisis management capabilities, as well as databases, area maps and other reference material.

Section 6
Office of Logistics, Management and Mine Action

6.1 The Office of Logistics, Management and Mine Action is headed by an Assistant Secretary-General who is accountable to the Under-Secretary-General. The Office comprises the Field Administration and Logistics Division and the United Nations Mine Action Service.

6.2 The core functions of the Office are as follows:

(a) Providing executive direction and overall coordination of all management, administrative and logistics support activities for field missions, including staffing, administration, finance and procurement;

(b) Liaising with and conducting negotiations with Member States and other organizations regarding the administrative modalities of their contributions to peacekeeping operations;

(c) Coordinating the activities of the United Nations agencies and departments in mine action; developing and implementing a policy and strategy for mine action.

Section 7
Field Administration and Logistics Division

7.1 The Field Administration and Logistics Division is headed by a Director who is accountable to the Assistant Secretary-General for Logistics, Management and Mine Action. The Division is comprised of three sections, the Finance Management and Support Service, the Logistics and Communications Service

and the Personnel Management and Support Service. Each section is headed by a principal officer who is accountable to the Director of the Division.

7.2 The core functions of the Finance Management Support Service are as follows:

(a) Coordinating, preparing and submitting to the Controller proposals for resource requirements for new, expanding or on-going field missions, for review, finalization and submission to legislative organs; participating in the deliberations of the Advisory Committee on Administrative and Budgetary Questions and the Fifth Committee on matters relating to peacekeeping budgets and finance;

(b) Monitoring monthly field and headquarters accounts in order to ensure compliance with budgetary/allotment authorizations and providing support to substantive departments and field missions to ensure effective resource management, control and adherence to United Nations financial regulations and rules; providing reports on financial performance, including on disposal of assets; certifying and processing claims submitted to the Organization from troop contributors and commercial service contractors;

(c) Serving as focal point in the Department for compliance with internal and external audit matters relating to field missions and the Field Administration and Logistics Division.

7.3 The core functions of the Logistics and Communications Service are as follows:

(a) Developing and implementing peacekeeping logistics policy and procedures; preparing resource projections and coordinating the provision of logistics, communications and medical support; elaborating contingency logistic plans for field missions; overseeing and directing the operation of the United Nations Logistics Base in Brindisi, Italy;

(b) Coordinating logistics operations in support of field missions; developing, implementing and maintaining automated logistics systems, including global assets management; providing specialist logistics advice for the development of memoranda of understanding on contingent-owned equipment with troop-contributing countries and managing their implementation;

(c) Determining requirements for and managing of the global peacekeeping vehicle fleet; planning, coordinating and monitoring peacekeeping air operations to ensure their compliance with the United Nations regulations, safety and efficiency; monitoring the services provided by air charter operators; deploying, rotating and repatriating military contingents and groups of civilian police officers and military observers; and managing all air and sea contracts in support of field missions;

(d) Controlling and coordinating supply requirements for life-support commodities and other maintenance supplies and service support or logistical capability contracts; defining generic specifications, identifying optimum methods of supply and preparing and reviewing technical and contractual specifications; raising requisitions for procurement from commercial and governmental sources; managing and controlling engineering programmes, United Nations-owned peacekeeping facilities, engineering services contracts and engineering equipment in field missions;

(e) Assessing and planning peacekeeping information technology requirements; managing and monitoring electronic data-processing facilities and applications of field missions; developing, deploying, managing and configuring major communications networks, including the global and mission-operated satellite systems.

7.4 The core functions of the Personnel Management and Support Service are as follows:

(a) Anticipating, determining and modifying civilian personnel requirements of field missions; screening applications, identifying, interviewing and evaluating candidates and maintaining an up-to-date roster of applicants for key occupational groups; under delegated authority, selecting and appointing all international civilian staff and making arrangements for their briefing, medical clearance and travel to the field missions; arranging travel for military observers and civilian police officers and processing government claims related to the travel of military/police observers;

(b) Under delegated authority, administering initial appointments, assignments, extensions, separations, benefits and entitlements of field staff, including filing of compensation claims in respect of all injuries or casualties of field personnel, and management of rotation, promotion and career development of Field Service staff; participating in staff-management consultations;

(c) Contributing to the development of organizational personnel policies, procedures, rules and regulations as well as proposing revisions as necessary to adjust them to field personnel requirements; ensuring consistency in the application of personnel policies and practices in the field; monitoring the authorities delegated to the missions.

Section 8
Mine Action Service

8.1 The Mine Action Service is headed by a Chief who is accountable to the Assistant Secretary-General for Logistics, Management and Mine Action.

8.2 The core functions of the Mine Action Service are as follows:

(a) Serving as focal point within the United Nations system for all mine-related activities;

(b) Coordinating the mobilization of resources and managing the Voluntary Trust Fund for Assistance in Mine Action;

(c) Assessing and monitoring the global landmine threat; developing appropriate mine action plans in humanitarian emergencies and providing mine action support to peacekeeping operations;

(d) Overseeing the development, maintenance and promotion of technical and safety standards;

(e) Serving as central repository of information on landmines and mine action, including information on technology, and developing appropriate mine action information systems to this effect;

(f) Advocating in support of a global ban on antipersonnel landmines and supporting the Secretary-General in carrying out the tasks entrusted to him by the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-personnel Mines and on Their Destruction.

Section 9
Military and Civilian Police Division

9.1 The Military and Civilian Police Division is headed by a Military Adviser who is accountable to the Under-Secretary-General and advises him on military matters, reporting through the Assistant Secretaries-General for Office of Operations and the Office of Logistics, Management and Mine Action.

9.2 The Division comprises four organizational units, namely, the Office of the Military Adviser, the Military Planning Service, the Training Unit and the Civilian Police Unit.

9.3 The core functions of the Office of the Military Adviser are as follows:

(a) Providing advice on all military and civilian police matters as and when required, and as requested directly by the Secretary-General;

(b) Preparing operational plans for military and/or civilian police components of field missions, including contingency plans for potential, ongoing or closing peacekeeping missions;

(c) Tracking the daily operations of the military and civilian police components of ongoing field missions, monitoring implementation of plans and providing advice to the force headquarters;

(d) Liaising with Member States as regards rotations, replacements and repatriations of military and civilian police personnel deployed in mission areas;

(e) Providing practical and conceptual support to training in order to enhance the readiness of Member States to undertake peacekeeping operations;

(f) Providing an immediate establishment capacity to newly authorized missions with which to begin military components of the mandate's implementation; and promoting and assisting in the coordination of such activities.

9.4 The Military Planning Service comprises three Units: the Mission Development Unit, the Generic Planning Unit and the Standby Arrangements Unit.

9.5 The core functions of the Service are as follows:

(a) Preparing comprehensive military operational plans for new peacekeeping operations, participating in fact finding missions to current and potential mission areas and, as required, revising and modifying plans for current operations;

(b) Preparation of contingency plans;

(c) Monitoring current missions in order to reduce the time required to plan for major changes, including mission termination;

(d) Developing and revising of generic and mission-specific guidelines and procedures relating to military participation in peacekeeping operations;

(e) Maintaining the Standby Arrangements system with Member States for the supply of troops, personnel, equipment and required services;

(f) Defining the operational requirement for military personnel and contingent-owned equipment required by missions; providing technical advice on contingent-owned equipment claims submitted by Member States as required.

9.6 The core functions of the Training Unit are as follows:

(a) Acting as the focal point for military and civilian police peacekeeping training by maintaining contact and liaison with the Permanent Missions to the United Nations and the major regional and national peacekeeping training centres as regards current training practices, standards, training policy and material;

(b) Assisting Member States in developing national and regional training institutions, including through the conduct of "train the trainer workshops" to develop a pool of expert civilian police and military trainers;

(c) Conducting staff training courses, monitoring and assisting in-mission training and providing pre-mission training guidance and support to Member States;

(d) Preparing and distributing training publications and materials in support of the peacekeeping training efforts of Member States.

9.7 The core functions of the Civilian Police Unit are as follows:

(a) Preparing plans for the civilian police components of field missions, monitoring their implementation and revising them as necessary;

(b) Developing civilian police guidelines and standing operating procedures for field missions;

(c) Liaising with Member States as regards the identification and deployment of civilian police officers to field missions, the operational requirements thereto and related personnel and administrative issues;

(d) Organizing selection assistance teams to assist Member States in identifying qualified civilian police officers and in the development of their selection procedures.

Section 10
Final provisions

10.1 The present bulletin shall enter into force on 1 June 2000.

10.2 The Secretary-General's bulletin of 22 March 1995, entitled "Functions and organization of the Department of Peacekeeping Operations" (ST/SGB/Organization, Section: DPKO), is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General